



# POLICY 14

## Concerning Professional Development

This Policy was adopted by Resolution Number 331-12 on October 27, 2009

# *Policy 14*

## *Concerning Professional Development*

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## **ARTICLE 1 - Preamble**

The mission of John Abbott College is to provide an excellent education for our students within a stimulating learning environment that will enhance their development and potential for success in society. Furthermore, we are committed to the promotion of lifelong learning and continuous improvement in the College community, with a commitment to innovative pedagogy, effective administration and quality support services.

In order for the College to fulfill its mission, it requires staff members committed to their own professional development and to remain current in the classroom, management and service areas.

## **ARTICLE 2 - Designations**

This policy has been developed to meet the objectives of By-Law 7 “Concerning Human Resources Management” (article 12).

## **ARTICLE 3 - Scope**

The College recognizes that encouraging professional development is essential for the vitality of the Institution. While individuals must bear the primary responsibility for undertaking continuous professional progress, it is the policy of the College to provide both individual and groups of personnel with appropriate developmental opportunities and support.

This will be provided:

- in response to needs associated with current job requirements;
- in response to the evaluation of an individual's developmental needs;
- to enhance an individual's opportunities for advancement;
- to assist an individual to move to a new area of responsibility.

John Abbott College will also provide opportunities and support to all employees consistent with these principles in order to:

- Create an environment that encourages professional growth.
- Establish a variety of opportunities and provide support to encourage professional development.
- Promote employee development that is consistent with the College's Mission & Statement of Purpose.

## **ARTICLE 4 - Definitions**

### **4.1. Credit course**

Courses which carry credit towards a program of study.

### **4.2. Non-Credit course**

These courses sometimes called community courses are not aimed towards the completion of a program of study but usually directed towards specific subjects such as computer workshops, digital photography, dance, languages and retirement planning seminars.

### **4.3. Individual Professional Development**

Individual Professional development is a process for renewal which ultimately creates an environment for learning and growth for faculty, support staff, professionals and administrators. It refers to conferences, credit or non-credit courses or other related activities (e.g. seminars, workshops, etc.).

These professional development activities are initiated by an individual or a group of personnel.

### **4.4. College Professional Development**

College Professional development activities are different from the previous designation by the fact that they are defined by the College as being necessary for the improvement of personnel and directly related to their work. It refers to software upgrade courses, college-wide conferences, or any other activity deemed relevant by a director, the Academic Dean or the Director General.

### **4.5. Employee**

For the purpose of this policy, employee is a general statement designating any individual who is on the College's payroll. Any employee may participate in a College professional development activity even though they are not covered for funding by their respective collective agreement.

However, funding for individual professional development comes under the structure and guidelines of the different collective agreements or individual contracts.

### **4.6. Directors Group**

Presided over by the Director General, the group is composed of all directors including the Academic Dean.

### **4.7. Institutional Professional Development Fund (IPDF)**

The Institutional Professional Development Fund or IPDF is an amount budgeted by the College each year over and above what is allocated from other collective agreements. These sums are mainly for requests for College professional development activities and are administered by the Directors Group.

Nevertheless, a group of employees may request funding from the IPDF by submitting a request to their Director or, in the case of faculty, the Academic Dean.

### **4.8. Professional Development Committees**

The respective collective agreements of unionized personnel establish autonomous committees that oversee the professional development funding and allocation.

Professional development is provided to all employee groups. The needs of one group, however, may be different from the needs of the other groups, and may change over time.

Human Resources Services will produce an annual report of professional development activities approved by the each Professional Development Committees. Furthermore, they can advise the College on the need to revise this policy.

## **ARTICLE 5 - Structure**

### **5.1. Unionized Personnel**

Funding and allocation of funding for unionized personnel is established within the terms of the respective collective agreements and is allocated through approved guidelines.

Further to these guidelines, every professional development committee adopts an Annual Information Sheet that lists the members of the committees, the deadlines and funding meetings dates, the maximum amounts and current rates for per diem and travel. Furthermore, each committee outlines a list of priorities for the upcoming year based on the College's annual objectives.

The responsibility to oversee that the different committees functions effectively and that the allocated funds are distributed in conformity to the College's policy rests with the Director of Administrative Services responsible for Human Resources Services.

### **5.2. Management Personnel**

The College will provide an amount each year in order for management personnel to access professional development relative to their work. This amount is negotiated between the Director General and the John Abbott College Management Association (JACMA).

Professional development activities by management personnel must receive prior approval from their director (for managers and coordinators), Academic Dean (for associate deans) or Director General (for directors).

### **5.3. Director General and Academic Dean**

Funding for the Director General and the Academic Dean is negotiated within their respective contracts in accordance with By-law 2 "Concerning the Appointment, the Renewal of Mandate and the Evaluation of the Director General and the Academic Dean".

Professional development activities by the Academic Dean must receive prior approval from the Director General. Professional development activities by the Director General must receive prior approval from the Chairperson of the Board of Governors.

## **ARTICLE 6 - Public Acknowledgement**

The College expects a public acknowledgement of John Abbott College affiliation when support has been received. Recipients of funding are expected to disseminate in an appropriate manner what they have learned and/or to report on the activity.

## **ARTICLE 7 - Periodic Policy Renewal**

All of the practices and procedures set forth in this policy are open to review and re-evaluation. The Director of Administrative Services will report to the Board of Governors at least every three years on the extent of compliance with this Policy and recommend any necessary changes.

## **ARTICLE 8 - Responsibility for applying this policy**

The Director of Administrative Services, responsible for Human Resources Services, is responsible for applying this Policy.

## **ARTICLE 9 - Effective date**

This policy was approved by Board Resolution 331-12 on October 27, 2009 and became effective upon its approval.